

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS03910534</u>	DATE POSTED: <u>07/27/15</u>
POSITION NO: <u>243368</u>	CLOSING DATE: <u>08/07/15</u>
POSITION TITLE: <u>Administrative Assistant (Temporary Position)</u>	
DEPARTMENT NAME / WORKSITE: <u>Department for Self Reliance / Gallup, New Mexico</u>	
WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input type="checkbox"/> GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> \$ <u>16.36</u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/> DURATION : <u>3 months</u>

DUTIES AND RESPONSIBILITIES:

Shall assist the Department for Self Reliance (DSR) Staff Development Section in coordinating all training activities for DSR staff by assisting with training plans: prepares and ensures all training equipment, material, and supplies are available for trainers and/or presenters; develops sign-in sheets and evaluation sheets for each training session; develops and maintains a booking schedule of all trainings and presentations; facilitates and ensures necessary forms are completed before and after each session and that the training center rules are followed by participants; ensures all training equipment and supplies are accounted for; inputs training data; notifies trainees of their scheduled class(es); issues certificates of completion to trainees; coordinates schedule for Training Needs Analysis; develops and maintains a tracking system for employee Individual Development Plans (IDPs); assures that all records are updated periodically and kept in an orderly fashion; completes monthly statistical and written reports; attends meetings - takes and types minutes of meeting notes and distributes copies as required; provides administrative clerical support to the Staff Development Section, Management Information Systems Section, and Data Section including, but not limited to: typing and composing letters and memorandums; typing and finalizing administrative, fiscal, statistical and other relevant reports; filing various correspondence, maintaining electronic and/or hard copy filing system; making travel arrangements and completing/processing necessary travel documents; ordering, stocking and distributing office supplies; completing and processing purchase orders and purchase requisitions.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and four (4) years responsible office administration and management experience.

Preferred Qualifications:

- Two (2) years of budget, grants and financial management experience.
- FMIS certification.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: office management/administrative support practices and procedures; policies, practices, procedures and terminology appropriate to assigned function; basic budgeting procedures and financial recordkeeping; a variety of computer software, including word processing, database and spreadsheet applications; supervisory methods and techniques; budget preparation, monitoring and administration.

Skill in: preparing a variety of records, reports, and correspondence using appropriate formats; maintaining complex files and records; following complex oral and written instructions, policies and procedures; operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters; verbal and written communications; conducting research and preparing reports, documents and correspondence; utilizing computer databases to research, maintain, and update records and files; supervising, evaluating, training and motivating employees; establishing and maintaining effective working relationships with others.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.